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16. DISPOSITION FOR RECORDS PRESCRIBED IN THIS HANDBOOK

Disposition for records prescribed in this Handbook has been approved as follows:

a. Property Control Register (Form 1329)

Cut off at the end of February each year; retain three years and destroy.

b. Materiel Record Card (Form 1331)

Destroy completely filled or discontinued cards three years after last entry.

c. Transaction Document Files - (Various forms and documents substantiating receipt and issue of non-expendable property.)

Cut off at the end of February each year; retain three years and destroy.

d. Loan File - (Records and receipts for property on loan to individuals or activities.)

Destroy three years after material is returned and posted to record card.

e. Expendable Property Documents - (Papers concerning receipt or use of expendable or non-accountable property.)

May be destroyed following receipt of property.

f. Requisition File - (Copies of requisitions submitted to the Office of Logistics or other sources of supply.)

Cut off completed requisitions at the end of each Fiscal Year; destroy one year thereafter.

g. Motor Vehicle Files - (Documenting receipt, use, assignment and disposition of each vehicle.)

Destroy three years after disposal of vehicle. (Official records are maintained at Headquarters.)

h. Local Procurement Files - (Copies of requisitions, purchase orders or contracts, bids and other papers documenting the procurement of supplies or services through private or open market sources

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under delegation of authority from Headquarters.)

Destroy after completion based on the following total monetary values per purchase order or contract:

Up to \$2,500- - - - 4 years
\$2,500 to \$24,999 - - 7 years
\$25,000 up - - - - 11 years

- i. Disposal by Sale - (Any papers documenting disposal by sale which are not a part of Headquarters files.)

Follow instructions in h. above.

- j. Inventory and Reconciliation Tapes and Records

Cut off at the end of February each year; retain three years and destroy.

- k. Reports and Correspondence Concerning Property Accounts

Destroy three years after making annual report.

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